

Parents: This is your responsibility to complete!

Instructions for Annual Verification (re-enrollment)

Online Annual Verification replaces the cards and papers that you would normally get on the first day of school. It includes The Office Release Card, Health Office Emergency, Zero Tolerance, Release of Pupil Information, Internet, Lunch Application, etc. and is of the utmost importance to complete as soon as possible.

You must have an email address to complete this process.

→ **This is mandatory for enrollment and must be completed immediately.** ←

To complete your Annual Verification (Re-Enrollment):

- Log on to www.cusd.com
- On the CUSD home page ~ click on ParentConnect ~ then click again on ParentConnect
- The following screen will have a place for you to add your PIN & Password
- Enter PIN and PASSWORD (passwords are case sensitive so put in exactly as it is shown)
- This will take you to another screen that has your child's picture and name.
- Click annual verification (which is in blue) above your child's name & picture and this will take you to editing

Any field that is slightly highlighted must be filled in. Even if information is the same, you must re-enter your initials on each section in order for it to update.

Take your time and be sure that it is done correctly. It should take at least 7-15 minutes depending on how many children you have to edit. Please be sure each section is filled out from the top down...do not skip any sections! Take your time and be extremely thorough. Make sure all your children have been edited and submitted. If you have left even one required field blank, you will receive a message in red in the upper left corner. If that happens, please go back and correct any place that required information.

Problems? Please email cherylmorales@cusd.com for assistance.

If you do not have your PIN and Password click on the link below

<https://qweb.clovisusd.k12.ca.us/ParentPortal/Home/LoginReminder>